

INTERAGENCY COORDINATING COUNCIL ON EARLY INTERVENTION

EXECUTIVE COMMITTEE MEETING

September 18, 2003

MEMBERS PRESENT: Raymond M. Peterson, M.D.; Arleen Downing, M.D.; Gretchen Hester; Marie Kanne Poulsen, Ph.D.; Marcy Gallagher; Elaine Fogel Schneider, Ph.D.; Debby Sarmiento (on behalf of the FRSC); Rick Ingraham

MEMBERS ABSENT: Hedy Hansen; Jim Bellotti

OTHERS PRESENT: See Attachment A

OPENING REMARKS:

Dr. Peterson called the meeting to order at 10:15 in the absence of the Executive Committee Chair, Hedy Hansen. He noted that a co-chair needed to be assigned to the Family Resource and Supports Committee (FRSC), as the FRSC Co-Chairs were unable to attend the meeting. George Chance, Department of Social Services (CDSS) representative, and prior Co-Chair for the FRSC, would no longer be able to continue participating with the ICC. Cheryl Tredwell has been assigned to represent CDSS beginning in November. Due to workload, CDSS indicated their representative could no longer take on the responsibility of co-chairing an ICC standing committee.

Dr. Peterson had asked Linda Landry as the chair of the Family Resource Centers/Networks of California (FRCN-CA), if she would co-chair the FRSC with Chair Hedy Hansen, or if the Vice Chair or other officer of the FRCN-CA would co-chair the FRSC. Ms. Landry stated that the FRCN-CA met on Wednesday and recommend the chair and co-chair of the FRSC be comprised of a parent and a professional. Dr. Peterson asked Debby Sarmiento, as the current Vice Chair of the FRCN-CA, to chair the FRSC today and participate at the table with the full ICC on Friday.

APPROVAL OF AGENDA:

The meeting agenda was approved with no additions.

PURPOSE OF THE EXECUTIVE COMMITTEE:

The purpose of the Executive Committee was reviewed and the following guidelines were agreed to by consensus:

- 1) Guide and coordinate activities of committees to ensure they reflect the goals of the ICC;
- 2) Coordinate activities across committees;
- 3) Ensure committees have the resources they need;
- 4) Ensure continuity from one meeting to the next.

DEPARTMENT OF DEVELOPMENTAL SERVICES (DDS) PRIORITIES:

Rick Ingraham reviewed DDS' top three priorities for the next year:

- 1) Interagency collaboration
- 2) Public awareness, outreach and referral
- 3) Data-driven accountability to determine if the service system is performing at maximum efficiency.

REVIEW OF STANDING COMMITTEES:

The Executive Committee reviewed the work of the standing committees on pages 14-26 of the September ICC packet. The standing committees developed tables to identify the goals and objectives of each committee. Rick Ingraham shared a matrix of DDS activities, ICC priority areas and proposed committee assignments.

Dr. Downing agreed with the primary assignments of the Integrated Services and Health (ISH) Committee and suggested the following changes to the matrix:

- 1) The item "protocol for service coordinators": change secondary assignment to the Quality Service Delivery Systems (QSDS) Committee.
- 2) The item "Strategies to increase collaboration with physicians": primary assignment should be the Public Awareness Committee (PAC).

Dr. Schneider expressed concern regarding the definition of "development." It was agreed the item would be changed to "assist in the development of..."

Gretchen Hester requested the information be shared with the ISH committee in order to compare the matrix and proposed committee assignments with the original table on page 20.

Debby Sarmiento requested secondary assignment of all committees to the item "development of the IFSP brochure".

Dr. Poulsen suggested that the foster care system should be specifically identified as an on-going initiative. Dr. Downing suggested that an ad hoc task

force of foster care and child care system representatives be appointed to develop a strategic plan.

REVIEW OF ICC PRIORITIES:

The Executive Committee reviewed and prioritized the goals of each committee:

- A) Early entry
- B) Transition
- C) IFSP

STANDING COMMITTEE ASSIGNMENTS:

Each committee will develop a plan of action that will address the ICC priorities.

Methodology can include, but is not limited to:

- 1) Outreach to all providers
- 2) Outreach to community
- 3) Training and personnel development

Each action plan will identify:

- 1) Background
- 2) Barriers
- 3) Additional resources
- 4) Measurable outcomes

The Executive Committee agreed to review action plans submitted and will meet briefly at 7:30 a.m. Friday morning.

INPUT ON FUTURE ICC MEETING AGENDAS:

- The November 2003 ICC Celebration will include Cliff Allenby, DDS Director and Julie Jackson, Deputy Director, Community Services and Supports Division.
- It was agreed that the first meeting in calendar year 2004 would not be an off site planning meeting as previously recommended.
- Consider inviting a guest speaker from the USC School of Dentistry to discuss oral health issues for young children.

EXECUTIVE COMMITTEE MEETING SCHEDULE:

The next Executive Committee meeting will be at 10:00 a.m. on Thursday, November 20, 2003, at the Hilton – Arden West in Sacramento.

APPROVED BY ICC ON 11/21/03

OTHER BUSINESS:

Dr. Peterson announced that Hedy Hansen, Gretchen Hester and he will represent California's ICC at 2003 Office of Special Education Programs' (OSEP) Annual National Childhood Conference on November 2 –5, 2003.

ADJOURNMENT:

With no additional business, the meeting was adjourned at 12:15 p.m.

APPROVED BY ICC ON 11/21/03

ATTACHMENT A

**STAFF AND OTHERS ATTENDING EXECUTIVE COMMITTEE
SEPTEMBER 18, 2003**

STAFF:

Cheryl Holden

OTHERS:

Linda Brault

Terry Colborn

Colleen Hart

Laurie Jordan

Julia L. Kingsley

Linda Landry

Al Millan

Kate Warren

Luis Zanartu